



STEVEN M. FULOP
MAYOR OF JERSEY CITY

CITY OF JERSEY CITY DEPARTMENT OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217 | F: 201 547 5022



MARK A. BUNBURY JR.
DIRECTOR

Bilingual WIC Program Nutritionist

Department: Health and Human Services

Division: Food and Nutrition

Exempt/Non-Exempt: Non-Exempt

Union/Management: Union

Full-Time/Part-Time/Seasonal: Full-Time

Workweek: M-F, Some Saturdays. 7:30 AM to 3:00 PM or 8:30 A.M to 4:00 P.M (37 ½ hours).

Salary: \$50,000-\$55,000. Based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance and more.

The City of Jersey City is seeking a qualified, dynamic, and motivated Bilingual Program Nutritionist for its Women, Infants, and Children (WIC) Program. Under the direction of the WIC Coordinator, the Program Nutritionist will assess the nutritional needs of individuals and groups within a target population and provides direct nutrition care and nutrition education to members of the target population.

Job Duties:

- Performs a comprehensive nutrition assessment to determine applicant's eligibility for program benefits.
- Identifies appropriate nutrition risk and prescribes the authorized supplemental foods based on nutrition needs and participant preferences.
- Provides nutrition education responsive to the identified needs and interests of participants.
- Documents an assessment and plan of care for all WIC participants.
- Refers clients/patients/families as appropriate to other nutrition/health or social services agencies and maintains communication to ensure coordination and consistency of service.
- Plans, arranges, and conducts educational programs dealing with nutrition for professionals, paraprofessionals, clients/patients, and/or the public.
- Writes and adapts nutrition education care plans to the educational level and specific cultural customs of participants.
- Documents in WIC on the Web (WOW) computer program the nutrition risk, nutrition education contacts, assigned food packages, appropriate referrals, and participant's plan.
- Gives individual and group instructions on subjects such as food preparation, formula preparation, food purchasing, food handling, food economics, mealtime psychology, and nutrition related topics.
- Keeps nutritional records and updates information on participants medical and program charts.
- Performs other duties as assigned.

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.



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Required Educational Background: Minimum requirements are a BS degree in Foods and Nutrition and a verification statement from Academy of Nutrition and Dietetics (AND) indicating the completion of Plan IV, V, or a DPD.

Preferred Experience: One (1) year experience in counseling for the pregnant and postpartum woman, and newborn through early childhood.

Essential Skills:

- Must have a strong commitment to nutrition education, possess excellent written and oral communication skills, experience presenting to groups of variable size, and ability to work with patients and families.
- Knowledge of physiology to understand functioning of various systems of the human body such as the digestion of food, nutrient absorption and transport, and metabolism.
- Ability to apply effective administrative and management techniques, including the ability to plan, organize, and direct the work.
- Comprehensive knowledge and application of medical nutrition therapy, including interviewing and education techniques.
- Ability to understand the individual's psychological and social needs, developmental processes, and culturally acquired attitudes and habits.
- Excellent time management, organizational, and record-keeping skills; attentive to details.
- Ability to work independently with minimal supervision and as an effective team member.
- Excellent interpersonal skills with the ability to create and maintain positive and professional relationships with co-workers, supervisors, and community/government agencies.
- Ability to use computer software and applications, including Office 365 applications (Word, Excel and PowerPoint), to share, retrieve, research, and present benefits information.
- Bilingual in Spanish/English or Arabic/English

Preferred Education/Skills/Qualifications: MPH or MS in Clinical Nutrition, Public Health Nutrition, Community Nutrition, Dietetics, Nutritional Dietetics, Nutritional Science, or Home Economics with emphasis in Nutrition or other related field is preferred.

Full Civil Service job description available here: <https://info.csc.state.nj.us/jobspec/07298.htm>. You must eventually pass and qualify for this Civil Service title.

To apply for this job with the City of Jersey City fill out our [Employment Application](#).

Please note that this role is subject to the residency requirements set forth by [NJ First Act](#).

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